

7 NOV 1980

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Thomas H. White  
Director of Information Services

SUBJECT: OIS Weekly Report (30 October-5 November 1980)

Classification Review Division

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On 31 October, we advised State's Systematic Review Section Chief that we were clearing for publication four more of the nineteen volumes of FRUS which we had identified for re-review by this Agency.

A representative of the OSS Classification Review Team found in OSS material approximately 1,000 pages of State Department material classified TOP SECRET. The documents consisted of a series of high-level analyses of Communist influences in Western Europe written during the period 1945-48. Since the raw information was taken from many sources and the analyses often mention the true names of persons involved or associated with Communist activities and occasionally give the identity of individual sources, this material cannot be declassified. We would like to get this material downgraded, if that is warranted, to make it easier to handle. We are working with our contacts at State to accomplish the downgrading of this material.

CRD reviewed 47,422 pages of CIA documents and declassified 9 percent.

Records Management Division

We are still awaiting approval from the Army for a new frequency that would release the existing one for RAMS. As a result of this delay, the Office of Communications is now proposing to reconfigure other existing equipment for RAMS use. The only practical alternative is the original expensive plan of leasing a land line. These delays will hold up our start-up date until at least March 1981.

The fiscal year 1980 Agency Information Security Program Data report to the Information Security Oversight Office (ISOO) was completed and mailed. Based on a seven-day Agency-wide sample, the report indicates the Agency classified 2,386,339 documents during FY 80, of which 7.6 percent were TOP SECRET, 69.8 percent SECRET, and 22.7 percent CONFIDENTIAL. (Based on a separate sampling of 380 documents, ISOO had predicted that .8 percent would be TOP SECRET, 76.9 percent SECRET, and 22.4 percent CONFIDENTIAL.)

The Archives and Records Center transferred 357 cubic feet of NSC material to the National Archives. After review and screening by Archives personnel, the material will be forwarded to the Truman, Kennedy, Johnson, and Ford Presidential Libraries. This material had been stored at the Records Center under an agreement reached between the NSC and the DCI in 1955 when the NSC lacked adequate storage facilities.

Regulations Control Division

RCD processed 24 regulatory proposals during the reporting period.

Information and Privacy Division

A separate report is attached.

Thomas H. White

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

6 November 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (30 October - 5 November)

1. The Week in Review
- |                         | <u>30 Oct-5 Nov</u> | <u>1980 Weekly Average</u> |
|-------------------------|---------------------|----------------------------|
| a. New cases logged     | 68                  | 58.9                       |
| b. Cases closed         | 81                  | 50.6                       |
| c. New appeals logged   | 1                   | 1.8                        |
| d. Appeals closed       | 9                   | 2.8                        |
| e. Manpower (man-weeks) | 145.5               | 125.9                      |
2. Current Backlogs
- a. Initial requests - 3011
- b. Appeals - 367
3. Spotlighted Requests

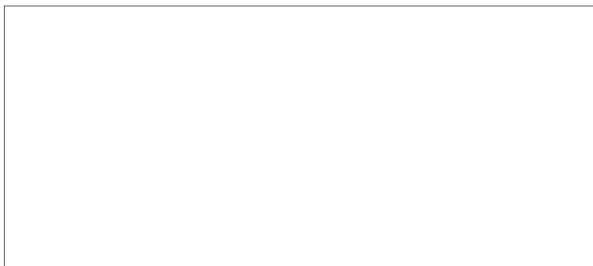
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### 5. Analysis

The relatively large number of cases closed out this reporting period (81) was made possible by completing action on 29 "no record" responses to persons who had requested access to personal records and by canceling 35 FOIA cases because of the failure of the requesters to respond to our letters.

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